

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - ATASCADERO
PLANT OPERATIONS**

JOB CLASSIFICATION: GROUNDSKEEPER

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Plants, cultivates, waters and sprays ornamental plants, shrubs, hedges, trees, and flowers, and propagates cuttings; performs general grounds maintenance work; maintains hoses, tools, supplies, and equipment in proper condition and repair; trims trees, hedges, and shrubs and erects tree supports; does general laboring tasks related to grounds and garden maintenance work.

- 50 % **Knowledge of methods, materials, and equipment associated with the Grounds Department.** Mows and sweeps lawns; prunes trees and shrubs; edges and cleans sidewalks and curbs; does street sweeping and watering. Prunes, plants and cultivates ornamental plants and shrubs and waters plants, shrubs and lawns. Fertilizes, aerates and thatches lawns, trees, and shrubs and sprays herbicides/ pesticides/pre-emergent on plants and soils of the Facility. **Has the physical agility to work on his/her hands and knees for a prolonged time, lift and carry a minimum of seventy pounds.**

- 30 % Installs and repairs sprinkler systems, which require reading of blueprints for ground preparation, material layout and installation. Maintains and repairs watering system clocks, valves and back-flow preventers.

- 10 % **Operates numerous types of equipment in the Grounds Department, such as: lawn mowers, sweepers, rototillers, tractors, aerators, edgers, weed eaters, etc.** Performs preventive maintenance and minor repair of equipment; maintains equipment logs. **Cleans and maintains shops and storage areas where equipment, materials and supplies are kept for daily operation.**

- 5 % Promotes Plant Operations' safety program by following proper safety procedures in all areas of responsibility. Reports all unsafe conditions to supervisor or responsible person. **Maintains a working knowledge of current or new Material Safety Data Sheets (MSDS)/Safety Data Sheets (SDS). Maintains an ongoing safety program on a daily basis pertaining to hazardous waste chemicals and materials used in the department's operation.** This safety program includes proper storage, labeling and use of these products. The Groundskeeper shall perceive unsafe operation of equipment, vehicles or tools as life and safety hazards and should take immediate action to resolve these conditions.

- 5 % **Reads, understands and conforms to all Hospital Administrative Directives and Plant Operations policies. Maintains daily tool control procedures and instructs all concerned in proper tool control.** As determined by the Chief of Plant Operations, the Groundskeeper may be temporarily assigned to assist in other Plant Operations functions, which would serve the best interests of the Hospital.

2. SUPERVISION RECEIVED

The Groundskeeper is under the direction Utility Shops Supervisor-Mechanical

3. SUPERVISION EXERCISED

N/A

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Proper methods of planting, cultivating, and caring for hedges, ornamental trees, shrubs, lawns, and flowers; gardening materials, tools, and equipment, and their use and care; approved methods and materials used in controlling and eradicating common plant diseases and insect pests.

SKILL IN:

Performing miscellaneous gardening and grounds maintenance work.

ABILITY TO:

Read and write English at a level required for successful job performance; recognize the more common plant diseases and insect pests and approved methods and materials used in controlling and eradicating them; recognize the most common species of ornamental shrubs, trees, and flowers grown in California; follow oral and written directions; direct the work of inmates or patient helpers.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

CPR (at facility option)

N/A

MANAGEMENT OF ASSAULTIVE BEHAVIOR (at facility option)

N/A

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

Responsible for the planting, watering, cultivating, pruning and maintaining of flower beds, lawns, trees, shrubs and other ornamental plants and vines; general grounds maintenance and weed control; street sweeping; minor water/sprinkler system installation and repairs; other related grounds keeping duties; maintains a shop and its tools and equipment; advises in the selection and storage of materials, tools and equipment.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Keeps records and makes reports; maintains a valid work order system and preventive maintenance program as directed; requisitions and orders materials, tools and equipment.

6. LICENSE OR CERTIFICATION - NOT APPLICABLE

7. TRAINING - Training Category = 9

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Employee’s Signature

Date

Supervisor’s Signature

Date

Reviewing Officer’s Signature

Date